



**US Army Corps  
of Engineers®**

**Chief of Engineers**

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**Architect, Landscape Architect and  
Interior Designer of the Year  
Awards Program – 2000**

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# **Instructions**

Headquarters  
Directorate of Military Programs  
Engineering and Construction Division  
Washington, DC  
1 July 1999

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**CHIEF OF ENGINEERS  
ARCHITECT, LANDSCAPE ARCHITECT, AND  
INTERIOR DESIGNER OF THE YEAR  
AWARDS PROGRAM - 2000**

**1. Purpose.** These instructions establish the U.S. Army Corps of Engineers (USACE) Architect, Landscape Architect, and Interior Designer of the Year Awards Program for fiscal year 2000. The instructions describe the awards, define qualifying criteria, define judging criteria for nominees, and describe the procedures for selecting the awardees.

**2. Applicability.** These instructions apply to HQUSACE/OCE elements, major subordinate commands, districts, laboratories, and field operating activities (FOA).

**3. Reference.** ER 672-1-18, dated 1 January 1995, requires informal announcements for USACE-wide awards programs. These instructions with the call for nominations memorandum fulfill that requirement.

**4. General.** The USACE Architect, Landscape Architect, and Designer of the Year awards may be presented annually to a design professional. The award recognizes his or her contributions to excellence in the fields of architecture, landscape architecture, or interior design and recognizes his or her contributions to his or her profession.

**5. Eligibility.**

a. Nominations may be submitted on behalf of any registered architect, landscape architect, and interior designer (1), civilian or military, in any grade or rank within USACE. Nominations should be submitted by activity commanders, directors, or supervisors in accordance with the guidance contained in Appendix A.

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1 Registration of interior designers under either title or practice acts is required by approximately half the states. As a result, NCIDQ Certification and/or professional status in the International Interior Design Association will be considered as equivalent to registration for this award.

b. Activity commanders/directors may establish an appropriate award to recognize an outstanding professional within his or her command in accordance with AR 672-20 and DA Pamphlet 672-20. The basis for selection will conform to the criteria for the USACE-wide awards.

## **6. Nominations.**

a. Activity commanders/directors should establish a committee of senior professionals within their activity to review nominations for this award.

b. Activity commanders/directors may submit only one nomination from their activity in each category of this award (architecture, landscape architecture, interior design).

c. Nomination packages should be submitted directly to HQUSACE (CEMP-E) so that all submittals are received by 28 January 2000. An original and three copies of the nomination are required.

## **7. USACE Selection Panel.**

a. Nominations will be evaluated and rated by a panel to determine the best qualified persons.

b. The Chief, Architect of USACE will select two registered architects, landscape architects, and interior designers from outside of USACE to serve as members of the screening panel. Screening panel members will be compensated for their travel expenses.

c. The screening panel members will rate the nominations in accordance with a rating scheme developed from the criteria contained in Appendix A, and make recommendations to the Chief, Engineering and Construction Division, Directorate of

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Military Programs, HQUSACE. Final selection will be made by the Deputy Director of Military Programs and forwarded to the Commander, USACE, for approval.

**8. Evaluation Factors.** The following factors will be evaluated in determining the best qualified nominees:

- a. Performance and recognition.
- b. Specific contributions.
- c. Excellence in architecture, landscape architecture, or interior design.
- d. Leadership in career development of others.
- e. Mentorship and participation as a sponsor or advisor.
- f. Participation in professional societies.
- g. Contributions to the nominee's respective professions within and outside USACE.
- h. Activities outside USACE which demonstrate community support.

**9. Awards.**

- a. The recipient of the award will be presented a 300 x 380 mm (approximate) plaque.
- b. This award is honorary and has no monetary reward. Activity commanders/directors are encouraged to consider a monetary award within their command/directorate in accordance with the USACE Incentive Awards Program.

**10. Award Presentation.** The USACE Architect of the Year award will be presented at the annual USACE Anniversary Awards Ceremony in Washington, DC, or

at some other appropriate time and place. Cost of travel and per diem for the awardees will be budgeted and paid by CEMP-E.

**11. Proponent.** The Engineering Division and Construction Division, Directorate of Military Programs, HQUSACE, is the proponent for this award. Suggestions for improvement should be sent to HQUSACE (CEMP-E), Washington, DC 20314-1000.

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**APPENDIX A****INSTRUCTIONS FOR SUBMISSION OF INDIVIDUALS  
FOR ARCHITECT, LANDSCAPE ARCHITECT, AND  
INTERIOR DESIGNER OF THE YEAR AWARDS**

**1. Submission Requirements.** Nominations for the USACE Architect, Landscape Architect, and Interior Designer of the Year awards will consist of the activity commander's/director's nomination memorandum, a DA Form 1256 (signed by the nominating activity commander/director), proposed citation, biographical sketch, a narrative justification, and examples of the nominee's work.

**2. DA Form 1256.** An original DA Form 1256 signed by the nominating activity commander/director/supervisor in block 7, will be included in the nomination package. Blocks 1, 2, 3, 4, and 6a "Other," should be filled in.

**3. Citation.** The citation should not exceed one paragraph or 125 words and should summarize the nominees accomplishments.

**4. Biographical Sketch.** The biographical sketch of the nominee should not exceed two pages and should include the following information:

- a. Name of the nominee, position title, series, and grade.
- b. Organization and location.
- c. Education and professional registration or qualifications.
- d. Membership in professional societies.
- e. Current duties and responsibilities, including the number of personnel supervised, if applicable, and the size and number of projects or programs for which the nominee is directly responsible.

f. Provide a history of job progression, in public and private sectors.

g. Define performance and recognition by listing awards, performance ratings, positions, and honors received within the past three years.

**5. Narrative Justification.** Provide a narrative description of the nominee's specific contributions and achievements in the three fiscal years preceding nomination which define the nominees effectiveness in USACE and in his community. Do not to exceed one page. Please address the following topics as applicable:

a. Specific contributions supporting nomination.

b. Excellence in design including efforts to improve the quality of design.

c. Leadership in career development, education, partnering, and service to customers.

d. Mentorship and participation as a sponsor or advisor to intern and intermediate level designers.

e. Participation in professional societies.

f. Contributions to his or her profession within and outside USACE, including teaching, publication writing, and guest speaking.

g. Activities outside USACE which demonstrate community support.

**6. Examples.** Examples of the nominee's work should illustrate the nomination complement the nominee's achievements. These representative work samples should be in the form of 200 mm 250 mm (8" by 10") drawings or color photographs. A minimum of one photograph is required, and a maximum of fifteen illustrations are allowed.

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